

SENIOR PLANNER

DEFINITION: Under general direction, performs a wide range of professional planning work of considerable difficulty concerned with the growth and improvement of the Nation's economic make up, health, social, and financial condition, such work requires considerable skill in research, analysis and presentation of data; recommendations made have a significant impact and/or influence on the outcome of the problems studied; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Provides decision makers with a comprehensive view of problems and operations with new and projected programs; provides alternative solutions and provides a picture of the advantages and disadvantages of problems under study; coordinates planning activities with several different jurisdictional authorities, such as with state, county, and various federal agencies; develops and carries out research; writes reports or develops work programs to solve problems; gathers, analyzes and presents data in the form of written, graphic or oral reports.

Projects long term influence of legislated and executive policy changes, which may significantly impact the growth and development of the Nation; deals extensively with policy questions arising from projected changes; develops detailed plans; obtains and analyzes information related to problem areas, and supports conclusions and/or recommendations with detailed reports; formulates, defines, clarifies and interprets policies, goals and objectives, activities of planning, research and proposals, making recommendations as warranted by the study; evaluates the feasibility of plan alternatives in relation to costs, trends and social pressures.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of planning concepts, principles, techniques and practices.

Knowledge of social, economic and political makeup of the Navajo Nation.

Knowledge of laws, regulations, policies, and provisions of new and existing programs under study.

Knowledge of the application of land use theory, urban design, economics, public finance, sociology, environmental design, resource development and ecology.

Knowledge of the intricate relationships of organizations.

Knowledge of data gathering and research techniques.

Knowledge of the theory and methods of formulating land use and other policies.

Skill in research and analysis of other studies and reports.

Skill in graphic instructions such as blueprints, layouts, base maps or other visual aids.

Skill in comprehending and making inferences from written materials such as census data, surveys, previously completed studies, or government document reports.

Skill in establishing and maintaining an effective working relationship with others.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves minimal physical effort in an office environment.

THE NAVAJO NATION

Class Code: 1961
Planning and Analysis Series
Planning Group
Overtime Code: Exempt
Pay Grade: 65

SENIOR PLANNER

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Community Planning, Architecture, Engineering, Sociology, Geography, Economics, Political Science, or closely related field; and four (4) years of experience in urban and regional planning.

PREFERRED QUALIFICATIONS:

- A Master's degree in Community Planning, Architecture, Engineering, Sociology, Geography, Economics, Political Science or closely related field.
- Four (4) years of progressively responsible experience in planning/community development or in area of assignment.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.